

Records Clerk/Legal Assistant

The attorney staff for the Des Moines County Attorney's office is divided into two teams. Each records clerk/legal assistant is assigned to one of those two teams. In addition to an assigned records clerk, each team has an assigned victim-witness coordinator (VWC).

The records clerk/legal assistant is in charge of maintaining all criminal/juvenile/civil files for the attorneys for their team. They are responsible for keeping track of all events that occur throughout the case from the time the case is opened until final disposition. The ability to process information quickly and accurately is a must, as is the ability to multi-task.

The following is a list of duties that the records person is in charge of maintaining:

- Prepare video court for each day. This includes updating the pbK system for defendants arrested on warrants and opening electronic files for new charges/arrests. This also includes tracking any defendant that has bonded out and add to the court list, as well as forwarding the inmate list to all attorneys and the investigator.
- Opening electronic files. This includes importing files from the Court's EDMS system to our data management system (pbK). This includes requesting the investigative reports from law enforcement and ensuring that all interested parties are entered into the pbK system, including victims and witnesses, assigned attorneys, as well as the appropriate VWC and records clerk.
- Prepare trial informations for all indictable offenses.
- Request all discoverable material, including electronic evidence, from the investigating agency.
- Prepare all discoverable materials, both electronic and written for dissemination to the appropriate defense counsel, including an itemized list of what materials were provided and in what medium.
- Opening of warrant files in pbK when arrest warrants have been requested by law enforcement and have been approved by the on-call attorney.
- Run weekly reports for preliminary hearing dates, 30-day and 45-day trial information deadlines to assist the attorneys in timely filing trial informations.
- Run a weekly report of pretrial conferences dates two weeks before the scheduling hearing to assist attorneys in making sure cases are adequately prepared for the pretrial conference.

- Run a monthly report of scheduled simple misdemeanor bench trials for the attorney(s) assigned to simple misdemeanors.
- Prepare the jury trial lists for both the District Court and Associate Court dockets.
- Prepare bench trial lists for Associate District Court
- Prepare and file additional minutes for any supplemental law enforcement reports that are received, as well as Criminalistics Lab Reports from the DCI Laboratory.
- Closing of cases following disposition. This includes ensuring that seized property forms are reviewed and signed off by the assigned attorney at the expiration of the appeals period and returned to the appropriate agency. The records clerk is also responsible for preparing dismissal of any hanging counts/charges that are to be dismissed at the expiration of the appeals period pursuant to plea agreement.
- The records clerk/legal assistant responsibilities for civil matter, including but not limited to juveniles, mental health, tax appeals and post-conviction relief, are primarily limited to opening the files, maintaining court dates in pbK and preparing initial documents.
- Occasionally will be required to assist with EDMS as time permits.
- Occasionally help answer phones as time permits.
- Other duties as may be assigned by the County Attorney or attorney staff.